GETTING STARTED

Place the Micro Learn diskette in the drive and close the door. Turn on the monitor and the system.

If you are using a system other than the Commodore, skip the following paragraph.

Commodore 64 users type the following to load the program:
LOAD"*",8.
When the drive stops, type: **RUN**.

Some of the Micro Learn Tutorial diskettes have material on both sides. The diskette contains material on the back if there is a label on the reverse side. The program may be loaded from either side.

The title of the program will display while the program is loading.

When the drive stops, a menu will display. A menu provides you with the sections from which you have to choose.

Select an option by typing its number and press RETURN.

The last option, END, will take you out of the program when you are finished.

After you select an option on the first menu, a second menu will display for you to select Tutorial or Testing mode. New topic will return you to the first menu. After selecting one of the modes, the keys used in the program are displayed while the first set of questions is loading.

SPECIAL KEYS

I - Return to an introductory page when one has been presented before a question. This page can give directions, or introduce the question to help you solve the problem.

Q - Return to the first menu to choose a new section.

H - Bring back a help screen when one is available. Help screens contain basic concepts.

S - Permits you to skip ahead to the next question in Tutorial mode.

TUTORIAL MODE

The Tutorial mode provides a learning experience with explanations for both correct and incorrect answers.

When an answer is chosen in the Tutorial mode, "*" within a rectangle indicates your answer choice. The "*" will remain beside each item chosen until the question is answered correctly. The most recent answer choice will always be the one within the rectangle. Immediate feedback is given with a y for yes or n for no and then an explanation is provided. If you get the right answer, you have the opportunity to see the explanation for each wrong answer by selecting its number. This provides extra reinforcement without affecting your score. After you have seen all of the explanations, touch 0, *zero* in the top row of the keyboard (not the letter O) to proceed to the next question.

If you answer a question incorrectly, an explanation will tell you why it is wrong. Many of the programs in the Micro Learn Tutorial Series provide a help screen for various questions. When a help screen is available, it will come up after the explanation for the first incorrect answer choice.

Additional drills are also provided in many of the programs in the series to help you answer a question. Drill questions only come up after a wrong answer is chosen. The original question may be presented again after the drill. The multiple choice answers are in a different order after you return from drill questions *and* the next time that set of questions is selected from the menu.

TEST MODE

Test mode generally provides the same questions as in the Tutorial mode. The Test mode is equivalent to a regular exam with no explanations given. In the Testing mode you must select an answer to continue to the next question.

After the last question is answered, the number of questions answered correctly is given with your percentage. The questions missed are asked again in Tutorial mode. You are then given the option to view the questions that you answered correctly.

NOTATIONS

There are several notations in the bottom right corner of the screen to help you know where you are within a topic.

I indicates an introductory page. After reading the entire page, space bar brings up the question. If you wish to reread the introductory page after the problem is presented, "I" will bring it back.

Q #/# indicates the current question number over the number of questions possible in that section.

H represents a help screen. "H" will bring back a help screen.

D #/# Q# indicates the current drill over the number of drills available for a particular question. It is followed by the question number.

HELPFUL HINTS

Keep references next to you. Refer to them as often as necessary.

Read all the answers before making your selection.

When a question comes up try to cover the answer choices with your hand and figure out the answer before choosing one. This will help strengthen your recall thinking skills rather than practicing recognition alone.

If you are working with someone, discuss the answers as you go along. Verbalizing ideas will help increase your understanding of the concepts.

If you choose a wrong answer, try to cover the explanation with your hand. See if you can recall why it is wrong before looking at the screen.

After selecting the correct answer, select wrong answers. Understanding why an answer is wrong, as well as correct, will help you obtain full benefit of this tutorial program. After you have completed all sections, go back and retest yourself to see how well you understand the material.

LIMITED WARRANTY

If your tutorial diskette does not operate within 30 days of purchase, return it in a cardboard, or other type of protective enclosure, along with a copy of your sales receipt for free replacement. After 30 days, send your diskette along with a $5 replacement fee. Send it to Micro Learn at 2699 Skokie Valley Road, Highland Park, IL 60035.

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